

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DCD0296738**

Date Posted: **07/02/12**

POSITION NO: **240859**

Closing Date: **07/16/12**

CLASS CODE: **1211**

POSITION TITLE: **Administrative Services Officer**

DEPARTMENT NAME: DCD/Administration

DEPARTMENT NO: 29 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00 - 5:00

Temporary: ☐

Duration:                      \$ 38,084.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk:              \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assist the Division Director as the budget liaison in managing the annual budget development and preparation process. Prepare, coordinate, and presents the annual budget for all programs, including agencies and chapters. Provide guidance and advice on the budget process. Monitor budgets throughout all phases using the DCD WIND system to assure budget data is entered correctly. Monitor expenditures and account balances to ensure accuracy, transparency and accountability, including use of the Chapter Fund Balance tool on the DCD WIND system to track monthly balances.

Assist the Division Director with managing all funds appropriated for community development in a fiscally responsible manner and enforce compliance applicable to approved contracts and legislation. Provide comprehensive reports, including responses to Conditions of Appropriation and Legislative Concerns. Reports information regarding budget status and program issues (e.g., balances, funding, administrative issues, etc.) and/or presents recommendations related to the program.

Provide technical assistance and coordinate financial management and project management activities with all DCD programs. Assist with planning, organizing, and participate in a work group engaged in enhancing financial management and project management systems.

Develops internal control mechanism for quality assurance and quality service delivery. Assist in resolving audit deficiencies and reports findings and makes recommendations to appropriate program.

Research and review funding proposals and legislation. Prepares grant proposals, supplemental funding for DCD programs and projects.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or a closely related field; and

**Experience:**

Two (2) years of administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting.

Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts.

Skill in maintaining open communication and effective working relationships, providing advise and council to tribal and other governmental officials.

**License/Certification Requirements:**

Valid State Driver's License, ***preferred***

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE  
NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**